

## NATIVE VILLAGE OF BARROW JOB VACANCY ANNOUNCEMENT

OPEN DATE: 8-2-2010 CLOSE DATE: 8-20-2010

POSITION: JUVENILE PROGRAM COORDINATOR

WAGE: \$26.00 (Grant funded for 3+ years)

PURPOSE: The Juvenile Program Coordinator (JPC) ensures that all aspects of the Tribal Juvenile Court Program are administered in an effective and efficient manner, oversees the operation and management of this court program. This position will be primarily responsible for the program policies, procedures and evaluations; Juveniles' petition entry program and case management information system. The JPC provides written and oral reports to the Tribal Court Administrator and Grants Manager. This position is supervised by the Tribal Court Administrator and works closely with the court staff, the juvenile court program advisory board, cultural leaders, community volunteers and juvenile justice agencies. It is expected that the person applying to this position will make a 3-year commitment to its success. Future funding may be available at the completion.

Duties: General management: planning, organizing, directing, delegating, and coordinating the administration of the Tribal Juvenile Court Program. Facilities program, talking circles, court and interagency meetings; collaborates and forms partnerships with other tribal departments, agencies, local governments and the private sector. Outreaches, informs, educates, raises awareness and promotes this court program to the general public, stakeholders, potential participants, agencies and tribes by preparing and disseminating user-friendly information, materials, and forums. Works well with youth and is committed to helping youth and their families resolve issues.

Qualifications: Required

- Ability to establish priorities and to ensure that all tasks are accomplished in a timely and accurate manner;
- Communicate effectively with other departments and agencies on program and court procedures to better coordinate services;
- Must be skillful in communicating effectively both orally and in writing;
- Must be proficient in Microsoft Office

Preferred

- Knowledge of or experience in Inupiaq, Alaska Native or Native American cultures or languages, programs, or affairs;
- Two years experience working with youth while in a health, legal or court field is preferred but will train if the person meets the other qualifications.

Drivers License: Valid Alaska driver's license is required and/or preferred.

\*This position works with youth and the applicant is subject to a background check.

REFER APPLICATIONS: REBECCA BROWER HR DIRECTOR/EXECUTIVE ASST; 907-852-4411; 6090 BOXER STREET BARROW, AK. 99723 or e-mail your résumé to [HR@nvb-nsn.gov](mailto:HR@nvb-nsn.gov) (e-mail is case sensitive)